



## DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1500.8C CH-2

Code 0112

4 December 1997

### NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1500.8C

From: Commanding Officer

Subj: COMMAND TRAINING PROGRAM (CTP)

Ref: (a) BUMED ltr MED-05/9SU114554351 of 14Nov95  
(b) CCO 12410.3  
(c) BUMED ltr 1500 Ser 541/97-716515 Aug97

Encl: (1) General Training Requirements  
(2) Training Documentation Form, NAVHOSP29PALMS  
Form 1500/8  
(3) Training Term Abbreviations  
(4) Employee Individual Development Training Plan

#### 1. Purpose

a. To publish policy and establish training guidelines for active duty, civilian, contract, resource staff, volunteers and reserve personnel assigned to Naval Hospital, Twentynine Palms, California per references (a) and (c).

b. To develop consolidated training requirements and reduce duplication in various curriculums. Training requirements for individual staff are identified in enclosure (1).

#### 2. Cancellation. NAVHOSP29PALMSINST 1500.8B.

3. Policy. This command will identify training required by Navy Medical department and higher echelon directives. Documentation of training will be maintained. Elements of training described in this instruction interface with requirements listed by the Joint Commission on Accreditation of Healthcare Organizations. All training and attendance (including departmental level inservices, which will be maintained in files for 3 years at the department level) will be documented on enclosure (2). Training Terms are provided in enclosure (3).

#### 4. Action

a. Commanding Officer shall ensure that adequate resources are available to meet the requirements in the CTP including personnel, equipment, financial resources and space.

b. Head, Education and Training Department shall:

(1) Develop a continuous performance improvement plan for command training programs designed to monitor and evaluate

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NAVHOSP29PALMSINST 1500.8C critical elements of the curriculum and enable action to be taken to improve the program.

(2) Coordinate command sponsored training efforts and collaborate/consult on specialty training/unit level training.

(3) Ensure sufficient numbers of command programs are available for all personnel to receive training as defined in enclosure (1). Provide copies of individual SPMS training records bi-annually for Department Heads to review and identify staff training/competency needs.

(4) Ensure appropriate command training is documented accurately in Education and Training data base.

(5) Ensure all personnel are provided a copy of their SPMS training record upon detachment.

c. Department Heads shall:

(1) Ensure maximum cooperation and participation in the CTP.

(2) Appoint a Departmental Education and Training Representative to act as the liaison between their Department and the Education and Training Department.

(3) Monitor training of personnel in regards to orientation, professional qualifications and on-the-job training efforts through use of competency based records. Ensure staff is up-to-date with required training. (Including resource staff, contract staff, volunteers)

(4) Ensure that all department-specific training is documented and maintained in the department. Use Enclosure (2).

d. Civilian Supervisors shall:

(1) Be responsible for reviewing the employee's input and determining the priority order for accomplishment of planned training. Supervisors are also responsible for determining other training required, and adding this to the supervisors's section of enclosure (4).

(2) Supervisors must complete the supervisors portion of the employee's Individual Development Training Plan, and forward to the Employee Development Administrator of the Human Resources

Office via the Personnel Management Department of the Naval Hospital. Completed plans must be completed no later than 31 August each year.

e. Civilian Employees' shall:

(1) Employees are responsible for keeping their supervisors advised of desired/required training by completing the employee's section of enclosure (4). Information on training is available either from the supervisor or from the Employee Development Administrator.

(2) Employee's must complete the employee portion of the Individual Development Training Plan and provide it to the immediate supervisor no later than 31 July each year.

f. Reserve Liaison Officer shall:

(1) Have direct involvement in the planning, developing, and evaluating of reserve unit readiness training.

(2) Vigorously integrate reserve units into the activity Command structure and CTP.

(3) Ensure that reserve training records reflect the training acquired while on active duty.

g. Command Safety Program Manager shall:

(1) Coordinate and consult with Education and Training Department staff to design and implement yearly command safety training plan.

(2) Provide resources/expertise to conduct required safety training.

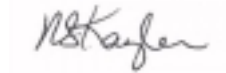
(3) Track and maintain files of departmental/unit level safety inservices.

h. Staff members shall be responsible for maintaining current training requirements and notifying their Supervisor/Department Head of training needs to maintain competency in their job.

5. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.

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6. New or Revised Form. The Training Documentation Form,  
NAVHOSP29PALMS Form 1500/8 may be obtained through Central Files.

A handwritten signature in dark ink, appearing to read "R. S. Kayler", is centered on the page.

R. S. KAYLER

Distribution:  
List A



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IN REPLY REFER TO:

NAVHOSP29PALMSINST 1500.8C CH-1

Code 0112

25 March 1997

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1500.8C CHANGE  
TRANSMITTAL 1

From: Commanding Officer

Subj: COMMAND TRAINING PROGRAM (CTP)

1. Purpose. To direct pen and ink changes to the basic instruction.
2. Action. On pages "4" through "15" of enclosure (1), change date of directive to read "1996" in lieu of "1966".
3. Filing. This change transmittal will be filed immediately following signature page of the basic instruction as page 5.

J. N. BRAKEBILL  
By direction

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Code 0112  
4 December 1997

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1500.8C CHANGE  
TRANSMITTAL 2

From: Commanding Officer

Subj: COMMAND TRAINING PROGRAM (CTP)

Encl: (1) Revised pages 1 and 2  
(2) Revised enclosure (1)

1. Purpose. To direct pen and ink changes and transmit the new enclosures to the basic instruction.

2. Action. Remove enclosure (1) and (2) to the basic instruction and replace with the corresponding enclosures (1) and (2) of this change.

3. Filing. This change transmittal will be filed immediately following the signature page of the basic instruction as page 7.

A handwritten signature in cursive script, appearing to read "J M Huber", is located above the typed name.

J. M. HUBER  
Acting

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NAVHOSP29PALMSINST 1500.8C CH-3

Code 0112

26 Jan 99

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1500.8C CHANGE  
TRANSMITTAL 3

From: Commanding Officer

Subj: COMMAND TRAINING PROGRAM (CTP)

Encl: (1) New pages

1. Purpose. To transmit page changes to the basic instruction.
2. Action. Remove pages 11 through 12 of the basic instruction and replace with the corresponding pages contained in enclosure (1) of this change.
3. Filing. This change transmittal will be immediately filed following the signature page of the basic instruction.

*J. M. Huber*

J. M. HUBER

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List A

TRAINING TOPIC	SPMS CODE	REFERENCES	PERSONNEL AFFECTED	OTHER
ADDICTION ORIENTATION FOR HEALTH CARE PROVIDERS B-300-2315 (NITRAS CODE)	ADDOHCP	OPNAVINST 5350.4B	REQUIRED ONCE PER CAREER FOR ALL ACTIVE DUTY PHYSICIANS AND LICENSED CLINICAL PSYCHOLOGISTS.	ALSO RECOMMENDED FOR OTHER HEALTH CARE PROVIDERS IN A POSITION TO INTERVENE EARLY.
ADVANCED CARDIAC LIFE SUPPORT (ACLS)	ACLS-P (Provider) ACLS-I (Instructor) ACLS-AF (Affiliate Faculty) ACLS-T (Trained)	OPNAVINST 5100.23D BUMEDINST 1500.15A BUMEDINST 6320.80 BUMEDINST 6440.5A	Every 2 years for MC, NC, PA, NP assigned to Level I, II AND III EMS. REQUIRED FOR oral and maxillofacial surgeons within 6 months before detachment to an operational billet. ----- per map inst: Biennial for AUGMENTING NOBC MC 0109, 0118; NC 0904, 0952, 0944 (1945); AND MSC 0113 ASSIGNED TO FMF, CRTS, T-AH, FH, OCONUS AND MMART PLATFORMS.	In level III EMS depts, md shall successfully complete an acls or atls course. ----- Satisfies "EMERGENCY Cardiac Management" Skill in map instruction.
ADVANCED TRAUMA LIFE SUPPORT (ATLS)	ATLS-P (Provider) ATLS-I (Instructor) ATLS-CD (Course Director) ATLS-T (Trained)	BUMEDINST 1500.15A BUMEDINST 6320.80 BUMEDINST 6440.5A	All medical corps officers detaching to overseas or operational billets. All MC assigned to CONUS Level I and II EMS departments. In level III EMS depts, md shall successfully complete an acls or atls course. All dental corps officers detaching to operational billets. ----- PER map INST: Every 4 years for NOBC MC 0109, 0214; and DC 0550 ASSIGNED TO FMF, CRTS, T-AH, FH, OCONUS AND MMART PLATFORMS.	Completion of C4 or CTTC within the last four years satisfies ATLS requirement for dc. ----- SATISFIES "ADVANCED TRAUMA MANAGEMENT" SKILL IN MAP INSTRUCTION. C4 MAY BE USED AS AN ALTERNATE COURSE TO MEET THIS SKILL REQUIREMENT.
ADVANCEMENT PREPARATION (E1 TO E2)		BUPERSINST 1430.17E	ALL E1'S ELIGIBLE FOR ADVANCEMENT TO E2.	9 MOS TIR.
ADVANCEMENT PREPARATION (E2 TO E3)		BUPERSINST 1430.17E	ALL E2'S ELIGIBLE FOR ADVANCEMENT TO E3.	9 MOS TIR AND BMR COMPLETED.
ADVANCEMENT PREPARATION (E3 TO E4)		BUPERSINST 1430.17E	ALL E3'S ELIGIBLE FOR ADVANCEMENT TO E4.	6 MOS TIR, RTM, MR & PARS MUST BE COMPLETED. RTM <u>NOT</u> REQUIRED FOR "A" SCHOOL GRADUATES FOR E3 TO E4 ONLY.



ADVANCEMENT PREPARATION (E4 TO E5)		BUPERSINST 1430.17E	ALL E4'S ELIGIBLE FOR ADVANCEMENT TO E5.	1 YR TIR, RTM, MR AND PARS MUST BE COMPLETED.
ADVANCEMENT PREPARATION (E5 TO E6)		BUPERSINST 1430.17E	ALL E5'S ELIGIBLE FOR ADVANCEMENT TO E6.	3 YRS TIR, MR, PARS & RTM MUST BE COMPLETED.
ADVANCEMENT PREPARATION (E6 TO E7)		BUPERSINST 1430.17E	ALL E6'S ELIGIBLE FOR ADVANCEMENT TO E7.	3 YRS TIR, MR & PARS. CHIEF'S EXAM, LPO NAVLEAD REQUIRED & PENDING BOARD SELECTION.
ADVANCEMENT PREPARATION (E7 TO E8 AND E8 TO E9)		BUPERSINST 1430.17E	ALL E7'S AND E8'S ELIGIBLE FOR ADVANCEMENT.	3 YRS TIR (IN EACH), MR & PENDING BOARD SELECTION. CPO NAVLEAD REQUIRED.
ADVANCEMENT INSERVICE	ADV-**** (Suffix is chosen by the local command BASED ON TOPIC OR IF ONE CLASS IS GIVEN USE "ADVINSRV" to represent general topic)	MANMED ART. 9-11 MANMED ART. 6-65	ART. 9-11 pertains to HM'S. ART. 6-65 pertains to DT'S.	SERIES OF CLASSES ARE PROVIDED APPROX. 2 MONTHS PRIOR TO EACH EXAM CYCLE.
ALCOHOL-AWARE	AWARE	BUPERSNOTE 5355 DTD 27 NOV 96 CNO MSG 271900ZMAR96	4 HR ABUSE PREVENTION COURSE REQUIRED FOR ALL MILITARY PERSONNEL ONCE A CAREER. (SHOULD BE COMPLETED WITHIN THE FIRST TWO YEARS OF ENLISTMENT OR COMMISSIONING.)	USUALLY GIVEN BY THE DAPA UTILIZING THE ALCOHOL "AWARE" TRAINING MANUAL. SERVICE RECORD ENTRY REQUIRED. ANNUAL "AWARE" TRAINING REPORT TO BE SUBMITTED TO PERS-634 (SEE ALCOHOL AWARE TRAINING GUIDE).

ALCOHOL & DRUG ABUSE MANAGERS/ SUPERVISORS (ADAMS) S-501-0037 (NITRAS CODE)	ADAMS	SECNAVINST 5300.28B OPNAVINST 5350.4B EXEC ORDER 12564	REQUIRED OF E-6'S AND ABOVE ONCE A CAREER.	COMMAND DAPA MUST COMPLETE TRAINING <b>WITHIN 90 DAYS</b> OF ASSIGNMENT.
ALCOHOL & DRUG AWARENESS/SUB- STANCE ABUSE	GMT-DRUG	OPNAVINST 5351.1 OPNAVINST 5350.4B	REQUIRED FOR <b>ALL</b> PERSONNEL IN THE COMMAND.	PROVIDE IN COMMAND ORIENTATION AND THEN AS PART OF GMT FOR MILITARY MEMBERS.
ANTINEOPLASTIC DRUG SAFETY	SAF-ANTI	NAVMEDCOM INST 6570.1	ANNUAL TRAINING REQUIRED FOR PHARMACY AND SPILL TEAM PERSONNEL.	
ASBESTOS SAFETY	SAF-ASB	OPNAVINST 5100.23D 29 CFR 1910.1001	1 HR ANNUAL TRAINING FOR PERSONNEL PERFORMING OPERATIONS ON ASBESTOS.	ANNUAL UPDATE REQUIRED.
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) TRAINING	AED AED-REF	JCAHO MANUAL AHA ACLS TEXTBOOK	COMPETENCY REQUIRED FOR THOSE ASSIGNED TO UTILIZE AEDS.	INITIAL TRAINING CAN BE OBTAINED IN DOT'S EMT-BASIC NATIONAL STANDARD CURRICULUM OR BY ATTENDING AED MODULE OF ACLS COURSE. COMMANDS CAN CHOOSE TO ADD AED TRAINING TO THEIR BLS COURSES. REFRESHER TRAINING (30 - 60 MINUTES) IS REQUIRED EVERY 90 DAYS. PER AHA GUIDELINES REFRESHER TRAINING SHOULD INCLUDE: PERFORMANCE REVIEW OF CARE OF RECENT PATIENTS, REVIEW OF STANDING ORDERS, REVIEW OF

				EQUIPMENT OPERATION AND MAINTENANCE, DISCUSSION OF TREATMENT POSSIBILITIES AND SCENARIO PRACTICE OF FIELD PROTOCOLS WITH A MANNEQUIN, A DEFIBRILLATOR AND SIMULATOR.
AUTOMATED INFORMATION SYSTEM SECURITY	SEC-AIS	OPNAVINST 5239.1A SECNAVINST 5239.3 BUMEDINST 5239.1	REQUIRED ANNUALLY FOR <b>ALL</b> COMPUTER USERS.	PRESENT AT COMMAND ORIENTATION, THEN INCLUDE AS PART OF ANNUAL UPDATE TRAINING.
BACK INJURY PREVENTION	SAF-BACK	OPNAVINST 5100.23D OPNAVINST 1500.22D	ANNUAL TRAINING REQUIRED FOR <b>ALL</b> PERSONNEL LIFTING OR MOVING EQUIPMENT, SUPPLIES OR PATIENTS.	PRESENT AT COMMAND ORIENTATION, THEN INCLUDE AS PART OF ANNUAL UPDATE TRAINING.
BASIC LIFE SUPPORT (BLS)	BLS-HP (HEALTHCARE PROVIDER) BLS-I (INSTRUCTOR) BLS-IT (INSTRUCTOR TRAINER) BLS-AF (AFFILIATE FACULTY) BLS-NHP (NON-HEALTHCARE PROVIDER)	SECNAVINST 1500.10 OPNAVINST 5100.23D OPNAVINST 5351.1 BUMEDINST 6320.80 BUMEDINST 1500.15A BUMEDINST 6440.5A (CH-1A)	REQUIRED EVERY 2 YRS FOR <b>ALL</b> PERSONNEL ASSIGNED TO DIRECT (DIAGNOSTIC OR THERAPEUTIC) PATIENT CARE OR DEPLOYABLE PLATFORMS. REQUIRED EVERY 2 YEARS FOR ALL PERSONNEL ASSIGNED TO FMF, CRTS, T-AH, FH, OCONUS AND MMART PLATFORMS.	SATISFIES "CARDIOPULMONARY RESUSCITATION" SKILL IN MAP INSTRUCTION.
BASIC TRAUMA LIFE SUPPORT (BTLS)	BTLS	BUMEDINST 6440.5A (CH-1A)	EVERY 3 YEARS FOR NOBC NC 0932, 0944 (1945); MSC 0113; NEC 8425, 8404/0000 ASSIGNED TO AMBULANCE AND ER (CASUALTY RECEIVING DUTIES) ON FMF, CRTS, T-AH, FH, OCONUS, MMART PLATFORMS.	Satisfies "BASIC TRAUMA Management" Skill in map instruction. TNCC, EMT, PHTLS MAY BE USED AS AN ALTERNATE TO SATISFY THE BASIC TRAUMA MANAGEMENT SKILL.
BLOODBORNE PATHOGENS	BLDBPATH	29 CFR 1910.1030 OPNAVINST 5100.23D BUMEDINST 6600.10A	INITIAL TRAINING REQUIRED BEFORE ASSIGNMENT TO TASKS INVOLVING BODY FLUIDS, MEDICAL WASTE OR OTHER OCCUPATIONAL EXPOSURE.	ANNUAL UPDATE REQUIRED FOR ALL PERSONNEL IN CONTACT WITH PATIENTS, BODY FLUIDS OR CONTAMINATED TRASH.

		(CH-2)		
CASUALTY TREATMENT TRAINING COURSE FOR DENTAL CORPS OFFICERS (CTTC) B-6C-6002 (NITRAS CODE)	CTTC	BUMEDINST 6440.5A (CH-1) BUMEDINST 1500.15A	NOBC DC 0550 ASSIGNED TO FMF, CRTS, T- AH, FH, OCONUS, MMART PLATFORMS.	SATISFIES "ADVANCED TRAUMA MANAGEMENT" SKILL IN MAP INSTRUCTION. ATLS OR C4 MAY BE USED AS AN ALTERNATE COURSE TO SATISFY THIS SKILL.
CHEMICAL HYGIENE	CHEMHYG	29 CFR 1910.1450	REQUIRED INITIALLY FOR ALL LABORATORY PERSONNEL.	REPEAT TRAINING NECESSARY.
CHIEF PETTY OFFICER (CPO) INDOCTRINATION	CPOINDOC	BUPERSINST 1430.16D	REQUIRED OF ALL PO1'S SELECTED FOR CPO.	REQUIRED PRIOR TO FROCKING/ADVANCEMENT.
CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM		SECNAVINST 12410.24	LEADERSHIP TRAINING FOR CIVILIAN EMPLOYEES GS-9 THROUGH GS-15 AND EQUIVALENT LEVELS. (PROGRAM IS USUALLY MANAGED BY CIVILIAN HRO/HRM OFFICE.)	LEADERSHIP COMPETENCIES CAN BE ACHIEVED THROUGH VARIOUS FORMAL AND INFORMAL METHODS SUCH AS TRAINING COURSES, ROTATIONAL/DEVELOPMENTAL ASSIGNMENTS, PARTICIPATION IN WORKING GROUPS, AND ASSIGNMENT TO SPECIFIC PROJECTS. FOUNDATION COMPETENCIES AND COMPETENCIES IDENTIFIED AT THE SUPERVISOR, MANAGER AND EXECUTIVE LEVEL ARE LISTED IN SECNAVINST. DOCUMENTATION IS PERFORMED ON THE INDIVIDUAL LEADERSHIP DEVELOPMENT PLAN (ILDP).
CODE OF CONDUCT TRAINING	GMT-CODE	OPNAVINST 1000.24B OPNAVINST 1500.22D	REQUIRED FOR <b>ALL</b> HANDS UPON ENTRANCE TO THE NAVY & PERIODICALLY THROUGHOUT CAREER.	REQUIRED UPON EACH PROMOTION FOR OFFICERS AND EACH REENLISTMENT FOR ENLISTED.
COLD WEATHER MEDICINE B-300-0036 (NITRAS CODE)	AUG-CWM	BUMEDINST 6440.5A (CH-1)	NOBC MC 0101; MSC 0113; NC 0935(1945), 0932, 0952; HM NEC 8404, 8425 ASSIGNED TO FMF PLATFORMS. <ANTICIPATED CHANGE TO MAP>	SATISFIES "SURVIVAL AND MEDICAL MANAGEMENT IN COLD ENVIRONMENT" SKILL IN MAP INSTRUCTION.
COMBAT CASUALTY CARE COURSE (C-4) B-6H-0001 (NITRAS CODE)	AUG-C4	BUMEDINST 6440.5A (CH-1A)	SATISFIES "FIELD MEDICAL ORIENTATION" SKILL IN MAP INSTRUCTION FOR ALL PERSONNEL ASSIGNED TO FMF AND MMART PLATFORMS.	FMSS, FIELD MEDICAL SERVICE OFFICER (MDO) TRAINING, MMART, FMF EXERCISE(WITH BUMED APPROVAL)MAY BE USED AS

			<p>-----  SATISFIES "ADVANCED TRAUMA MANAGEMENT"  SKILL IN MAP INSTRUCTION FOR: NOBC MC  0109, 0214 AND DC 0550 ASSIGNED TO FMF,  CRTS, T-AH, FH, OCONUS, MMART PLATFORMS.  -----  SATISFIES "BASIC TRAUMA MANAGEMENT"  SKILL IN MAP INSTRUCTION FOR:  NOBC NC 0932, 0944(1945) ASSIGNED TO  FMF, CRTS, T-AH, FH, OCONUS, MMART  PLATFORMS.  -----  SATISFIES "NBC ORIENTATION AND SELF-  DECONTAMINATION PROCEDURES"  SKILL IN MAP INSTRUCTION FOR ALL  PERSONNEL ASSIGNED TO FMF, CRTS, T-AH,  FH, OCONUS, MMART PLATFORMS.  &lt;ANTICIPATED CHANGE TO MAP&gt;  -----  SATISFIES "MILITARY TRIAGE" SKILL FOR  NOBC MC 0109, 0214 AND NC 0904,  0944(1945) ASSIGNED TO FMF, T-AH,  FH, MMART PLATFORMS.</p>	<p>AN ALTERNATE TO SATISFY FIELD  MEDICAL ORIENTATION SKILL  REQUIREMENT.  -----  ATLS, CTTC MAY BE USED AS AN  ALTERNATE TO SATISFY ADVANCE  TRAUMA MANAGEMENT SKILL.  -----  TNCC, BTLS, EMT, HM "A"  SCHOOL AND PHTLS MAY BE USED  AS AN ALTERNATE TO SATISFY  BASIC TRAUMA MANAGEMENT  SKILL.  -----  NBC MOBILE COURSE, FMSS,  FLEET HOSPITAL FIELD  TRAINING, BOOT CAMP OR LOCAL  MTF/DTF COURSE MAY BE USED AS  AN ALTERNATE TO SATISFY THIS  SKILL.  &lt;ANTICIPATED CHANGE TO MAP&gt;  -----  DISASTER MASS CASUALTY DRILLS  (BUMED APPROVAL), LOCAL  MTF/DTF COURSE (BUMED  APPROVAL), OR T-AH CASUALTY  RECEIVING EXERCISE MAY BE  USED AS AN ALTERNATE TO  SATISFY THIS SKILL.  &lt;ANTICIPATED CHANGE TO MAP&gt;</p>
COMBAT CASUALTY CARE & MANAGEMENT (C-4A) B-6I-2304 (NITRAS CODE)	AUG-C4A	BUMEDINST 6440.5A (CH-1)	ONE TIME FOR NOBC 9421(CO), 9436(XO), 2615(DFA), MSC 0808, NC 0005 ASSIGNED TO FMF, CRTS, T-AH, FH, MMART PLATFORMS.	SATISFIES "ECHELON III COMMAND AND CONTROL" SKILL IN MAP INSTRUCTION. CATF SURGEON MAY BE USED AS ALTERNATE COURSES TO SATISFY THIS SKILL FOR MD'S. <ANTICIPATED CHANGE TO MAP>
COMMAND INDOCTRINATION	CMDINDOC	OPNAVINST 5351.1 OPNAVINST 3120.32C JCAHO MANUAL	REQUIRED FOR ALL MILITARY AND CIVILIAN PERSONNEL UPON REPORTING TO THE COMMAND.	TOPICS TO BE COVERED LISTED IN OPNAVINST 5351.1 AND 3120.32C
COMMANDER AMPHIBIOUS TASK	AUG-CATF	BUMEDINST 6440.5A	ONE TIME FOR MD'S WHO MAY SERVE IN NOBC 9421(CO) OR 9436(XO) BILLETS ASSIGNED TO	SATISFIES "ECHELON III COMMAND & CONTROL" SKILL IN

FORCE (CATF) SURGEON B-6A-1000 (NITRAS CODE)		(CH-1A)	FMF, CRTS, T-AH, FH, MMART PLATFORMS. ----- ONE TIME FOR MD'S WHO MAY SERVE IN NOBC 9421(CO) OR 9436(XO) BILLETS ASSIGNED TO FMF, CRTS, FH, MMART PLATFORMS. <ANTICIPATED CHANGE TO MAP INST>	MAP INSTRUCTION FOR MD'S. C-4A BE USED AS AN ALTERNATE TO SATISFY THIS SKILL. ----- SATISFIES "AMPHIBIOUS OPERATIONS AND MEDICAL PLANNING ORIENTATION" SKILL IN MAP INSTRUCTION. LFMSP, AWS AND POMI MAY BE USED AS ALTERNATE COURSES TO SATISFY THIS SKILL.
CONFINED SPACE SAFETY	SAF-CONF	OPNAVINST 5100.23D 29 CFR 1910.146	REQUIRED FOR SUPERVISOR & PERSONNEL ASSOCIATED WITH CONFINED SPACES - PRIMARILY FACILITIES MANAGEMENT.	REQUIRED UPON ASSIGNMENT, CHANGE IN ASSIGNMENT, CHANGE IN SPACE, OR A NEW HAZARD. ANNUAL UPDATE REQUIRED FOR RESCUE AND EMS PERSONNEL WHO MAY OPERATE IN CONFINED SPACES.
CONTINUING EDUCATION	CE-**** (SUFFIX IS CHOSEN BY THE LOCAL COMMAND BASED ON TOPIC)	JCAHO MANUAL OPNAVINST 6400.1A BUMEDINST 1520.28	REQUIRED ANNUALLY FOR LICENSED PERSONNEL PER APPLICABLE STATE LICENSURE REQUIREMENTS. INDEPENDENT DUTY CORPSMEN ALSO REQUIRE 12 HOURS OF CME OR CE ANNUALLY	RECERTIFICATION AS AN IDC IS REQUIRED UPON REPORTING TO THE COMMAND
CONTINUING MEDICAL EDUCATION (CME)- CATEGORY I CREDIT	CME-**** (Suffix is chosen by the local command BASED ON TOPIC)	NAVMECOM 1520.10A HSETCINST 1520.1C	REQUIRED FOR PHYSICIANS PER STATE LICENSURE REQUIREMENTS.	
CUSTOMER RELATIONS	CUSTREL (FRONT-LINE) ----- CUSTRELP (PROVIDERS) ----- CUSTRELL (LEADERSHIP) ----- CUSTRELT (TELEPHONE) ----- CUSTRELO (OVERVIEW)	BUMED POLICY STATEMENT FORTHCOMING	STAFF IDENTIFIED AS "FRONT-LINE" PERSONNEL SHOULD ATTEND MODULES 1 - 5 OF "CUSTOMER FIRST" TRAINING PROGRAM. ----- PHYSICIANS, DENTISTS PHYSICIAN'S ASSISTANTS, NURSE PRACTITIONERS, IDCS SHOULD ATTEND MODULES 3 AND 6. ----- DEPARTMENT HEADS, LEADING (CHIEF) PETTY OFFICERS, DIVISION OFFICERS, DIRECTORS SHOULD ATTEND MODULE 7. ----- INDIVIDUALS WITH CUSTOMER INTERACTION ON THE TELEPHONE (ONLY) SHOULD ATTEND	MTF/DTF COMMANDING OFFICERS IDENTIFY "FRONT-LINE" STAFF. ----- ----- ----- ----- ----- ANY STAFF IDENTIFIED BY COMMAND AS NEEDING REFRESHER TRAINING SHOULD ATTEND TRAINING TAILORED TO THEIR NEEDS UTILIZING ANY MODULE FROM THE "CUSTOMER FIRST" TRAINING PROGRAM.

	----- CUST-REF (REFRESHER)		MODULES 4 AND 6. ----- HOUSEKEEPING, DIETARY, MAINTENANCE PERSONNEL SHOULD ATTEND MODULE 6. ----- MTF/DTF COMMANDING OFFICERS WILL IDENTIFY INDIVIDUALS THAT MAY BENEFIT FROM REFRESHER TRAINING.	
DISASTER PREPAREDNESS	DISPREP	OPNAVINST 3440.16C NAVMEDCOM INST 3440.4 JCAHO MANUAL	ALL PERSONNEL MUST BE FAMILIAR WITH THEIR RESPONSIBILITIES UPON ACTIVATION OF THE DISASTER PREPAREDNESS PLAN.	EACH ACTIVITY ASSIGNS A DISASTER PREPAREDNESS OFFICER AND SUPPORTING STAFF. INPATIENT TREATMENT FACILITIES PARTICIPATE IN MASS CASUALTY EXERCISES AT LEAST TWICE YEARLY.
EMERGENCY MEDICAL TECHNICIAN (EMT)- BASIC	EMT-B (BASIC) EMT-R (REFRESHER) EMT-T (TRAINED)	BUMEDINST 6320.80 BUMEDINST 6700.42 1994 DOT EMT-B NATIONAL STANDARD CURRICULUM	BEFORE ASSIGNMENT, HOSPITAL CORPSMEN WORKING IN EMS OR ASSIGNED TO AMBULANCE ATTENDANT DUTY SHALL HAVE CURRENT NREMT CERTIFICATION AS AN EMT-BASIC. EACH AMBULANCE DISPATCHED SHALL HAVE AT LEAST ONE ATTENDANT WHO IS NREMT-B CERTIFIED. ----- Satisfies "BASIC TRAUMA Management" Skill in map instruction FOR NOBC NC 0932, 0944 (1945); MSC 0113; NEC 8425, 8404/0000 ASSIGNED TO AMBULANCE AND ER (CASUALTY RECEIVING DUTIES) ON FMF, CRTS, T-AH, FH, OCONUS, MMART PLATFORMS.	RECERTIFICATION MANDATORY EVERY 2 YRS. ELIGIBILITY FOR RECERTIFICATION INCLUDES EMT REFRESHER COURSE (INCLUDING A WRITTEN AND PRACTICAL EXAM), 48 HOURS CE & CURRENT BLS CERTIFICATION. ----- TNCC, BTLS, AND PHTLS MAY BE USED AS AN ALTERNATE TO SATISFY THE BASIC TRAUMA MANAGEMENT SKILL.
EMERGENCY VEHICLE OPERATORS COURSE (EVOC)	EVOC-P (PROVIDER) EVOC-R (REFRESHER) EVOC-I (INSTRUCTOR)	OPNAVINST 5100.12F BUMEDINST 6700.42	EVOC REQUIRED FOR ALL AMBULANCE DRIVERS.	REFRESHER TRAINING REQUIRED EVERY 3 YRS.
ENERGY CONTROL (LOCK OUT/TAG OUT)	ENGCONT	OPNAVINST 5100.23D 29 CFR 1910.147	PROVIDE TRAINING TO ENSURE THAT EMPLOYEES UNDERSTAND ENERGY CONTROLS AND THE ENERGY CONTROL PROGRAM (USUALLY GIVEN DURING COMMAND ORIENT).	SHOULD BE UPDATED WITH CHANGE OF ENERGY CONTROL PROCEDURES OR CHANGE OF ASSIGNMENT.
EQUAL OPPORTUNITY ANNUAL UPDATE FOR MILITARY PERSONNEL (ANNUAL NR&R)	NRR-ANN (ANNUAL UPDATE)	OPNAVINST 5354.1C SECNAVINST 5300.26B	REQUIRED ANNUALLY FOR ALL MILITARY PERSONNEL. 1ST TRNG INCLUDED IN INITIAL NR&R PROGRAM WITHIN 90 DAYS OF REPORTING.	SUBJECTS COVERED INCLUDE CNET DIRECTED TOPICS UPDATED ANNUALLY, COMMAND CAT SURVEY RESULTS AND COMMAND SPECIFIC ISSUES.

EQUIPMENT MANAGEMENT TRAINING	EQUIPMGT	JCAHO MANUAL SPARWARINST 5100.9D 29 CFR 1910.331 TO 1910.335	REQUIRED FOR THOSE INDIVIDUALS WHO USE OR MAINTAIN FIXED OR PORTABLE ELECTRICALLY POWERED EQUIPMENT.	DEPARTMENTAL TRAINING PROGRAMS ARE DESIGNED TO MANAGE CLINICAL & PHYSICAL RISKS OF ELECTRICALLY POWERED EQUIPMENT USED FOR DIAGNOSIS, TREATMENT, MONITORING AND CARE OF PATIENTS.
ERGONOMICS	SAF-ERG	OPNAVINST 5100.23D 29 CFR 1910	PERSONNEL EXPOSED TO ERGONOMIC HAZARDS (I.E., WORK AT COMPUTER TERMINALS/ WORKSTATIONS, REPETITIVE MOTION JOBS, FORCEFUL EXERTIONS).	INITIAL TRAINING IS REQUIRED; THEN AS NEEDED/DESIRED.
ETHYLENE OXIDE SAFETY TRAINING	SAF-ETHO	29 CFR 1910.1047	REQUIRED FOR PERSONNEL IN CONTACT WITH ETHYLENE OXIDE.	ANNUAL REFRESHER REQUIRED FOR APPLICABLE PERSONNEL.
FAMILY ADVOCACY TRAINING	FAP-ORT (30 MINUTES) ----- FAP-HCP (3-4 HRS FOR HEALTHCARE PROVIDERS) ----- FAP-OTH (3 HOURS FOR OTHER REQ. STAFF)	SECNAVINST 1752.3A (CH-1) OPNAVINST 1752.2A NAVMEDCOM INST 6320.22	<b>ALL</b> MTF/DTF PERSONNEL REQUIRE 30 MINUTES OF TRAINING UPON REPORTING TO THE COMMAND. ----- HEALTH CARE PROVIDERS (MC, NC, PA'S & HM'S IN PEDS, ER AND PSYCH DEPT) REQUIRE 4 HOURS OF TRAINING ON DIAGNOSIS AND DISPOSITION EVERY TWO YEARS. ----- 3 HOURS OF INSTRUCTION REQUIRED EVERY 2 YRS FOR MSC WATCHSTANDERS, MILITARY & CIVILIAN ALLIED HEALTH CARE PROVIDERS & FAMILY ADVOCACY REPS.	
FIELD MEDICAL SERVICE SCHOOL: MEDICAL DEPT OFFICER COURSE (FMSS-MDO) B-6A-0014 (NITRAS CODE)	AUG-MDO	BUMEDINST 6440.5A (CH-1)	ALL OFFICER PERSONNEL ASSIGNED TO FMF OR MMART PLATFORMS. REQUIRED ONE TIME ONLY (UNLESS > 12 YEARS).	SATISFIES "FIELD MEDICAL ORIENTATION" SKILL IN MAP INSTRUCTION. C-4, FMSS, MMART AND FMF EXERCISE MAY BE USED AS AN ALTERNATE TO SATISFY FIELD MEDICAL ORIENTATION SKILL.
FINANCIAL SPECIALIST TRAINING (COMMAND) S-541-0002 (NITRAS CODE)	FINCSPEC	OPNAVINST 1740.5	COMMAND FINANCIAL SPECIALIST (CFS) MUST COMPLETE CFS COURSE.	CFS TRAINING COURSE IS PROVIDED BY DESIGNATED NAVY FAMILY SERVICE CENTERS USING THE CFS TRAINING MANUAL (NAVPERS 15608).
FIRE EXTINGUISHER/ SAFETY TRAINING	SAF-EXT	OSHA 29 CFR 1910.157 JCAHO MANUAL	REQUIRED FOR ALL HANDS UPON INITIAL EMPLOYMENT AND ANNUALLY THEREAFTER.	
FIRE SAFETY	SAF-FIRE	29 CFR 1910.38	REQUIRED INITIALLY FOR ALL EMPLOYEES,	UPDATE WITH CHANGE OF



TRAINING		JCAHO MANUAL	USUALLY IN COMMAND ORIENTATION.	ASSIGNMENT OR CHANGE IN PLAN.
FLEET HOSPITAL ORIENTATION B-300-2405 (NITRAS CODE)	FHORT FHORT-E (EXPERIENCE)	BUMEDINST 6440.5A (CH-1)	REQUIRED ONE TIME FOR ALL PERSONNEL ASSIGNED TO FLEET HOSPITALS.	SATISFIES "FLEET HOSPITAL ORIENTATION" SKILL IN MAP INSTRUCTION. FORMER PHASE I PERFORMED AT FLEET HOSPITAL OPERATIONS TRAINING CENTER (FHOTC) OR FH5, FH6, FH15 DEPLOYMENT DURING OPERATION DESERT STORM MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL. <ANTICIPATED CHANGE TO MAP>
FLEET HOSPITAL FIELD TRAINING B-300-2404 (NITRAS CODE)	FHFIELD FHFLD-E (EXPERIENCE)	BUMEDINST 6440.5A (CH-1)	REQUIRED ONE TIME FOR COMMAND AND OTHER CORE PERSONNEL ASSIGNED TO FH PLATFORMS. ----- SATISFIES "NBC ORIENTATION AND SELF-DECON" SKILL IN MAP INSTRUCTION FOR ALL PERSONNEL ASSIGNED TO FMF, CRTS, T-AH, FH, OCONUS AND MMART PLATFORMS. <ANTICIPATED CHANGE IN MAP INST>	SATISFIES "FLEET HOSPITAL OPERATIONS" SKILL IN MAP INSTRUCTION. FORMER PHASE II PERFORMED AT FLEET HOSPITAL OPERATIONS TRAINING CENTER (FHOTC) OR FH5, FH6, FH15 DEPLOYMENT (INCLUDING HOSPITAL SET-UP) DURING OPERATION DESERT STORM MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL. <ANTICIPATED CHANGE TO MAP> ----- NBC MOBILE COURSE, FMSS, BOOT CAMP OR LOCAL MTF/DTF COURSE MAY BE USED AS AN ALTERNATE TO MEET THIS SKILL. <ANTICIPATED CHANGE TO MAP>
FORKLIFT OPERATOR TRAINING	FORKLIFT	29 CFR 1910.178	INITIAL TRAINING REQUIRED FOR FORKLIFT OPERATORS BEFORE ASSIGNMENT.	
FORMALDEHYDE TRAINING	SAF-FORM	29 CFR 1910.1048	INITIAL TRAINING REQUIRED FOR PERSONNEL WHO USE OR HANDLE FORMALDEHYDE.	ANNUAL TRAINING REQUIRED FOR AREAS SPECIFIED IN ANNUAL INDUSTRIAL HYGIENE REPORT.
FREEDOM OF INFORMATION ACT (FOIA)	FOIA	SECNAVINST 5720.42E	TRAINING REQUIRED FOR ALL PERSONNEL WHO WORK WITH FOIA REQUESTS.	Encl. (12) of SECNAVINST 5720.42E contains a Sample FOIA TRAINING PACKAGE.
FROZEN BLOOD DEGLYCERIZATION TRAINING	BLOODGLYC	OPNAVINST 6530.4A	REQUIRED ANNUALLY FOR MSC 0866 OFFICERS AND HM'S 8501/8506 ASSIGNED TO FLEET HOSPITAL, LHA, LHD OR T-AH PLATFORMS.	
GENERAL MILITARY TRAINING	GMT-**** (INCLUDE	OPNAVINST 1500.22D	ALL MILITARY STAFF REQUIRE TRAINING ON EACH OF THESE MANDATORY TOPICS AT LEAST	**** ABBREVIATED SPMS CODES: BACK=BACK INJURY PROTECTION

	ABBREVIATED TOPIC CODE)		ONCE EVERY 2 YEARS.	CODE=CODE OF CONDUCT DRUG=DRUG/ALCOHOL AWARENESS EDUC=EDUCATION BENEFITS FAID=FIRST AID FIN=FINANCIAL RESPONSIBILITY FRAT=FRATERNIZATION LEG=LEGAL ASSISTANCE MV=MOTOR VEHICLE SAFETY NUTR=NUTRITION EDUCATION OSH=INDUSTRIAL SAFETY PREG=PREGNANCY/BIRTH CONTROL PR=PHYSICAL READINESS REC=RECREATIONAL SAFETY SEA=SEA POWER SECI=SECURITY INFORMATION SECO=SECURITY OPERATIONS SMOK=SMOKING CESSATION STD=SEXUALLY TRANS. DISEASES STRS=STRESS MGT & HIGH BP UHS=UNIFORM HEALTH SERVICES VA=VETERAN ADMIN. BENEFITS
GLOBAL MEDICINE B-6A-1500 (NITRAS CODE)	AUG-GM	BUMEDINST 6440.5A (CH-1)	REQUIRED FOR NOBC MC 0108 ASSIGNED TO FMF, FH, CRTS, T-AH AND MMART PLATFORMS. <ANTICIPATED CHANGE IN MAP INST>	SATISFIES "MEDICAL CARE IN TROPICAL ENVIRONMENT" SKILL IN MAP INSTRUCTION. MILITARY TROPICAL MEDICINE (MTM) MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL. <CHANGE IN MAP INST>
GOVERNMENT ETHICS (STANDARDS OF CONDUCT & ETHICS TRAINING FOR ALL PERSONNEL)	SOC	DODINST 5500.7-R SECNAVINST 5370.2J	ALL PERSONNEL REQUIRE INITIAL ETHICS/ STANDARDS OF CONDUCT TRAINING within 90 days of accession INTO THE NAVY.	ENSURE an ethics counselor PROVIDES initial ethics training for new civilian hires. MILITARY PERSONNEL SHOULD HAVE RECEIVED INITIAL TRAINING AT OIS/BOOTCAMP.
GOVERNMENT ETHICS (STANDARDS OF CONDUCT & ETHICS FOR SPECIFIED PERSONNEL)	ETHICANN	DODINST 5500.7-R SECNAVINST 5370.2J	Section 2638.704(b) of DoD 5500.7 requires ethics and Procurement Integrity Training FOR PROCUREMENT PERSONNEL AND PERSONNEL WHO MUST FILE FINANCIAL DISCLOSURE FORMS.	REQUIRED ANNUALLY. ethics counselors CONDUCT THE TRAINING.
HAZARDOUS MATERIAL COMMUNICATION (RIGHT TO KNOW)	SAF-HAZM	OPNAVINST 5100.23D OPNAVINST 4110.2	REQUIRED FOR ALL PERSONNEL WORKING WITH OR EXPOSED TO HAZMATS. INITIAL TRAINING RECOMMENDATION IS ½ HR FOR TOP MANAGEMENT, 3 HOURS FOR SUPERVISORS/	SUPERVISORS, NON-SUPERVISORS TRAINING MUST INCLUDE A REVIEW OF CHEMICALS USED (MATERIAL DATA SAFETY SHEETS

		29 CFR 1910.120 JCAHO MANUAL	EMPLOYEE REPS, 3 HOURS FOR NON- SUPERVISORY PERSONNEL. PROGRAM COMPLIANCE IS BASED ON KNOWLEDGE VS. TIME REQUIREMENTS.	(MSDS).
HAZARDOUS WASTE MANAGERS & HANDLERS SAFETY	HAZMSUPR	OPNAVINST 5100.23D 29 CFR 1910.120	24 HOURS OF INITIAL TRAINING FOR SUPERVISORS, HAZMAT OPERATIONS STAFF AND SPILL CLEANUP PERSONNEL.	8 HOUR ANNUAL TRAINING REQUIRED FOR APPLICABLE STAFF.
HEARING CONSERVATION TECHNIQUES B-300-0039 (NITRAS CODE)	HEARCONS	OPNAVINST 5100.23D	1 HR INITIAL TRAINING REQUIRED FOR PERSONNEL IN THE HEARING CONSERVATION PROGRAM.	ANNUAL REFRESHER CAN BE TAILORED TO THE INDIVIDUAL AND CAN BE GIVEN BY LOCAL MEDICAL PERSONNEL DURING THE ANNUAL AUDIOGRAM.
HIV/AIDS PREVENTION TRAINING	HIV-PREV	SECNAVNOTE 5300 OF 12 MAR 96	INITIAL AND ANNUAL TRAINING REQUIRED FOR ALL MILITARY PERSONNEL. RECOMMENDED FOR CIVILIAN EMPLOYEES.	INITIAL TRAINING REQUIRES SERVICE RECORD ENTRY (PG13 OR PG 4).
HIV & AIDS (BODY SUBSTANCE ISOLATION)	HIV-BSI	NAVMEDCOM INST 6310.2	ALL PERSONNEL REQUIRE TRAINING DURING COMMAND ORIENTATION.	
HM SKILLS - BASIC	HMSKLIV ----- HMSKLMED ----- HMSKLPAT ----- HMSKLSUT ----- HMSKLVEN	BUMED MSG R 262020Z OCT 95	ALL HM "A" SCHOOL GRADUATES UPON REPORTING TO THEIR FIRST COMMAND	IV: INSERTION OF IV CATHETER AND MAINTENANCE OF INTRAVENOUS FLUIDS. ----- MEDICATION: ADMINISTRATION OF MEDICATION VIA ORAL, INJECTABLE, AND TOPICAL ROUTES. ----- PATIENT ASSESSMENT: PERFORM AND DOCUMENT PRIMARY AND SECONDARY SURVEY. ----- SUTURE: PERFORM WOUND CLOSURE USING SUTURE MATERIAL. ----- VENIPUNCTURE: OBTAIN A BLOOD SAMPLE FROM A PERIPHERAL VEIN.
INTRAVENOUS (IV) FLUID TRAINING	IV-P (PROVIDER) IV-T (TRAINED)	JCAHO MANUAL ----- BUMED MSG R 262020Z OCT 95 -----	COMPETENCY REQUIRED FOR THOSE ASSIGNED TO PERFORM TASK IN PATIENT CARE AREAS. ----- ALL HM 'A' SCHOOL GRADUATES UPON REPORTING TO FIRST COMMAND. -----	FREQUENCY DETERMINED BY COMPETENCY ASSESSMENT. ----- SEE "HM SKILLS-BASIC PROGRAM". -----

		BUMEDINST 6440.5A	NEC 0000/8404 ASSIGNED TO PT. CARE ON FMF, CRTS, T-AH, FH, OCONUS AND MMART PLATFORMS.	SATISFIES "IV THERAPY" SKILL IN MAP INSTRUCTION. HM "A" SCHOOL CAN SATISFY THIS SKILL.
LANDING FORCE MEDICAL STAFF PLANNERS (LFMSP) COURSE B-6A-3216 (NITRAS CODE)	AUG-LFMP	BUMEDINST 6440.5A (CH-1)	NOBC CO(9421); XO(9436); MSC 0808(1801), 0031(1805); AND NEC 8424, 8425 (>E6) ASSIGNED TO FMF, CRTS, FH, MMART.	SATISFIES "AMPHIBIOUS OPERATIONS AND MEDICAL PLANNING ORIENTATION" SKILL IN MAP INSTRUCTION. CATF SURGEON, AWS OR POMI COURSES MAY BE USED TO SATISFY THIS SKILL REQUIREMENT FOR APPROPRIATE PERSONNEL.
LASER SAFETY	SAF-LASR	OPNAVINST 5100.23D SPAWARINST 5100.12B	REQUIRED ANNUAL TRAINING FOR ALL PERSONNEL WORKING WITH LASERS.	
MANAGEMENT INFORMATION TRAINING	MI-**** (Suffix is chosen by the local Command)	OPNAVINST 5239.1A JCAHO MANUAL	REQUIRED OF ALL STAFF AS INITIAL ORIENTATION TO ASSIGNMENT WHEN JOB DUTIES ENTAIL USE OF ADP EQUIPMENT AND SPECIFIC SOFTWARE PROGRAMS.	TRAINING SPECIFIC TO ASSIGNED PROGRAMS THAT ARE USED IN JOB PERFORMANCE (IE, CHCS).
MEDICAL EFFECTS OF IONIZING RADIATION (PREVIOUSLY CALLED MEDICAL EFFECTS OF NUCLEAR WEAPONS) B-300-2313 (NITRAS CODE)	AUG-MEIR	BUMEDINST 6440.5A (CH-1)	EVERY 5 YEARS FOR NOBC MC 0109 ASSIGNED TO FMF; MC 0108 ASSIGNED TO CRTS, T-AH & FH; AND MSC 0861, 0113 ASSIGNED TO FMF, CRTS, FH, MMART PLATFORMS. <ANTICIPATED CHANGE TO MAP>	SATISFIES "MEDICAL MANAGEMENT OF RADIOLOGICAL CASUALTIES" SKILL IN MAP INSTRUCTION.
MEDICAL MANAGEMENT OF CHEMICAL CASUALTIES (MMCC) B-300-0038 (NITRAS CODE)	AUG-MMCC	BUMEDINST 6440.5A (CH-1)	EVERY 5 YEARS FOR NOBC MC 0109 ASSIGNED TO FMF; MC 0108 ASSIGNED TO CRTS, T-AH & FH; AND MSC 0861, 0113 ASSIGNED TO FMF, CRTS, FH, MMART PLATFORMS. <ANTICIPATED CHANGE TO MAP>	SATISFIES "MEDICAL MANAGEMENT OF CHEMICAL AND BIOLOGICAL CASUALTIES" SKILL IN MAP INSTRUCTION.
MEDICAL REGULATION COURSE B-6I-2311 (NITRAS CODE)	AUG-MRC	BUMEDINST 6440.5A (CH-1)	NOBC MSC 0808, NEC 8424, 0000(HMC), 0000/8404 ASSIGNED TO PATIENT ADMIN ON FMF, CRTS, FH, MMART PLATFORMS, 8404/8425 ASSIGNED TO T-AH PLATFORMS.	SATISFIES "MEDICAL REGULATING" SKILL IN MAP INSTRUCTION. PT. ADMIN COURSE (PAC) OR CORRESPONDENCE COURSE (BUMED APPROVAL) MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL.

MEDICATION ADMINISTRATION	MED-P (PROVIDER) MED-T (TRAINED)	JCAHO MANUAL ----- BUMED MSG R 262020Z OCT 95 ----- BUMEDINST 6440.5A (CH-1)	COMPETENCY REQUIRED WHEN ASSIGNED TO PERFORM TASK IN PT. CARE AREAS. ----- ALL HM 'A' SCHOOL GRADUATES UPON REPORTING TO FIRST COMMAND. ----- NEC 0000/8404 ASSIGNED TO PT. CARE ON FMF, CRTS, T-AH, FH, OCONUS AND MMART PLATFORMS.	FREQUENCY DETERMINED BY COMPETENCY ASSESSMENT. ----- SEE "HM SKILLS-BASIC PROGRAM". ----- HM "A" SCHOOL MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL.
MILITARY TRIAGE	MILTRIAG	BUMEDINST 6440.5A (CH-1)	ANNUALLY FOR NOBC MC 0109, 0214; NC 0904, 0944(1945); NEC 8404, 8425 ASSIGNED TO FMF, T-AH, FH, MMART PLATFORMS.	SATISFIES "MILITARY TRIAGE" SKILL IN MAP INSTRUCTION. LOCAL MTF/DTF COURSE (BUMED APPROVAL), DISASTER MASS CASUALTY DRILLS (BUMED APPROVAL), T-AH CASUALTY RECEIVING EXERCISE, OR C-4 MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL. <ANTICIPATED CHANGE TO MAP>
MILITARY TROPICAL MEDICINE (MTM) (B-6A-1001) (NITRAS CODE)	AUG-MTM	BUMEDINST 6440.5A (CH-1)	NOBC MC 0108 ASSIGNED TO FMF, FH, CRTS, T-AH AND MMART PLATFORMS.	SATISFIES "MEDICAL CARE IN TROPICAL ENVIRONMENT" SKILL. GLOBAL MEDICINE MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL.
MOBILE MEDICAL AUGMENTATION READINESS TEAM (MMART) TRAINING B-300-2312 (NITRAS CODE)	AUG-MART	BUMEDINST 6440.5A (CH-1)	ALL PERSONNEL ASSIGNED TO FMF/MMART PLATFORMS.	SATISFIES "FIELD MEDICAL ORIENTATION" SKILL IN MAP INSTRUCTION. C-4, FMSS-MDO, FMSS AND FMF EXERCISE (BUMED APPROVAL) MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL.
NAVAL LEADERSHIP DEVELOPMENT PROGRAM FOR CPOS P-500-0021 (NITRAS CODE)	NLEAD-E7	BUPERSINST 1430.16D	COURSE MUST BE TAKEN WITHIN ONE YEAR OF FROCKING TO E7.	PREREQUISITE FOR E8. FORMAL COURSE IS CHIEF PETTY OFFICER LEADERSHIP COURSE.
NAVAL LEADERSHIP DEVELOPMENT PROGRAM FOR FIRST CLASS PETTY OFFICERS P-500-0020 (NITRAS CODE)	NLEAD-E6	BUPERSINST 1430.16D	COURSE MUST BE TAKEN WITHIN ONE YEAR OF PROMOTION TO E6.	PREREQUISITE FOR E7. FORMAL COURSE IS FIRST CLASS PETTY OFFICER LEADERSHIP COURSE.
NAVAL LEADERSHIP	NLEAD-E5	BUPERSINST	COURSE MUST BE TAKEN WITHIN ONE YEAR OF	PREREQUISITE FOR E6.

DEVELOPMENT PROGRAM FOR SECOND CLASS PETTY OFFICERS P-500-0025 (NITRAS CODE)		1430.16D	PROMOTION TO E5.	FORMAL COURSE IS SECOND CLASS PETTY OFFICER LEADERSHIP COURSE.
NAVY RIGHTS AND RESPONSIBILITIES (NR&R)	NRR	OPNAVINST 5354.1D OPNAVINST 5370.2	REQUIRED WITHIN 90 DAYS OF REPORTING TO EACH DUTY STATION FOR ALL MILITARY PERSONNEL.	ANNUAL UPDATE TRNG REQUIRED FOR SELECTED TOPICS.
NEONATAL RESUSCITATION PROGRAM (NRP)	NRP-P (PROVIDER) NRP-I (INSTRUCTOR) NRP-RT (REGIONAL TRAINER) NRP-T (TRAINED)	BUMEDINST 1500.15A	EVERY 2 YRS FOR MD, RN & PA'S WHOSE PRIMARY RESPONSIBILITIES INVOLVE CARING FOR NEWBORN INFANTS & RE-REGISTRATION FOR MC, NC, AND PA'S REPORTING TO MTFs OCONUS OR HAWAII.	RECOMMENDED, BUT NOT REQUIRED FOR HM'S ASSIGNED TO CARE FOR NEWBORN INFANTS AS PRIMARY ASSIGNMENT.
NEW EMPLOYEE SAFETY BRIEFING	SAF-ORT	OPNAVINST 5100.23D OPNAVINST 5351.1 JCAHO MANUAL	1 HR (RECOMMENDED) NAVOSH TRAINING FOR ALL PERSONNEL UPON ARRIVAL.	INCLUDE IN COMMAND ORIENTATION.
NUCLEAR, BIOLOGICAL, & CHEMICAL (NBC) SELF- DECONTAMINATION PROCEDURES	AUG-NBC	DODINST 1322.24 BUMEDINST 6440.5A (CH-1)	ANNUALLY FOR ALL PERSONNEL ASSIGNED TO FMF, CRTS, T-AH, FH, OCONUS AND MMART PLATFORMS. <ANTICIPATED CHANGE TO MAP>	SATISFIES "NBC ORIENTATION AND DECON PROCEDURES" SKILL IN MAP INSTRUCTION. NBC MOBILE COURSE, FMSS, OR C-4 MAY BE USED TO SATISFY THIS SKILL. <ANTICIPATED CHANGE TO MAP>
ORIENTATION TO ASSIGNMENT	UNIT-ORT	JCAHO MANUAL	UNIT SPECIFIC TRAINING REQUIRED FOR ALL PERSONNEL BEFORE ASSUMING DUTIES IN NEW ASSIGNMENT.	ALSO REQUIRED IF ASSIGNED TO NEW AREA.
PEDIATRIC ADVANCED LIFE SUPPORT (PALS)	PALS-P (PROVIDER) PALS-I (INSTRUCTOR) PALS-AF (AFFILIATE FACULTY) PALS-T (TRAINED)	BUMEDINST 1500.15A	EVERY 2 YRS FOR MD's, RN's AND PA's WHOSE PRIM. RESPONSIBILITIES. INVOLVE CARING FOR PEDIATRIC. PATIENTS (< 13 YRS) IN CRITICAL CARE, NICU, L&D AND PICU. RE-REGISTRATION REQUIRED FOR MC, NC, PA'S DETACHING TO OCONUS OR HAWAII MTFs.	RECOMMENDED, BUT NOT REQUIRED FOR HM'S ASSIGNED TO AREAS WHERE PEDIATRIC PATIENTS WILL BE THEIR PRIMARY CLINICAL RESPONSIBILITY.

PERSONNEL FINANCIAL TRAINING	GMT-FIN	OPNAVINST 1740.5 OPNAVINST 1500.22D	THE PERSONAL FINANCIAL MANAGEMENT (PFM) PROGRAM SHOULD BE REINFORCED AT THE COMMAND OR UNIT LEVEL FOR ALL MILITARY.	FINANCIAL MANAGEMENT PRINCIPLES AND SKILLS ARE INTRODUCED AT OFFICER AND ENLISTED ACCESSION POINTS. COMMAND FINANCIAL SPECIALIST PROVIDES THE TRAINING AS PART OF GMT PROGRAM AT COMMAND LEVEL.
PERSONAL PROTECTIVE EQUIPMENT (PPE)	SAF-PPE	OPNAVINST 5100.23D 29 CFR 1910 SUBPART I	REQUIRED OF ALL EMPLOYEES UTILIZING PPE.	SHOULD BE PART OF WORKPLACE SAFETY ORIENTATION. ANNUAL UPDATE REQ. (PPE INCLUDES SAFETY SHOES, HAND, EYE, HEARING PROTECTION, ETC.)
PETTY OFFICER INDOCTRINATION COURSE (POIC)	POINDOC	BUPERSINST 1430.16D	REQUIRED UPON SELECTION TO E-4, PRIOR TO FROCKING/ADVANCEMENT.	
PLANS, OPERATIONS, MEDICAL INTELLIGENCE (POMI) COURSE B-6I-2310 (NITRAS CODE)	POMI	BUMEDINST 6440.5A (CH-1A)	ONE TIME FOR NOBC 9421(CO), 9436(XO), MSC 0808(1801), 0031(1805) AND NEC 8425, 8424( >E6) ASSIGNED TO FMF, CRTS, FH, MMART PLATFORMS.	SATISFIES "AMPHIBIOUS OPERATIONS AND MEDICAL PLANNING ORIENTATION" SKILL IN MAP INSTRUCTION. LFMSP, CATF SURGEON AND AWS MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL FOR APPROPRIATE PERSONNEL.
PLATFORM ORIENTATION	AUG-CRTS AUG-SHIP CRTS-E TAH-E ----- FHORT FHORT-E ----- AUG-FMSS AUG-C4 AUG-MDO AUG-MART FMO-E	BUMEDINST 6440.5A (CH-1A) BUMEDINST 5440.75 DODINST 1322.24	SATISFIES "SHIPBOARD ORIENTATION" SKILL FOR ALL PERSONNEL ASSIGNED TO CRTS OR T- AH PLATFORMS. ----- SATISFIES "FLEET HOSPITAL ORIENTATION" SKILL FOR ALL PERSONNEL ASSIGNED TO FLEET HOSPITALS. ----- SATISFIES "FIELD MEDICAL ORIENTATION" SKILL FOR ALL PERSONNEL ASSIGNED TO FMF OR MMART PLATFORMS. REQUIRED ONE TIME ONLY (UNLESS > 12 YEARS).	the following experiences MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL: T-AH - Attendance at dock trials, sea trials, fleet exercise or deployment. CRTS - Deployment aboard an amphibious assault ship (LPH, LHA, LHD) as a member of ship's company, Fleet Surgical Team or an MMART. ----- FORMER PHASE I PERFORMED AT FLEET HOSPITAL OPERATIONS TRAINING CENTER (FHOTC) OR <u>FH5, FH6, FH15 DEPLOYMENT</u> <u>DURING OPERATION DESERT STORM</u> MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL. <ANTICIPATED CHANGE TO MAP>

				----- C-4, FMSS, MDO, MMART OR FMF EXERCISE (BUMED APPROVAL) MAY BE USED AS AN ALTERNATE TO SATISFY FIELD MEDICAL ORIENTATION SKILL.
PLATFORM REFRESHER TRAINING	CRTSREF FMFREF TAHREF FHREF MMARTREF	DODINST 1322.24	ALL PERSONNEL ASSIGNED TO FMF, CRTS, T-AH, FH, AND MMART PLATFORMS.	5 DAYS OF MEDICAL TRAINING HELD ANNUALLY (TRAINING FOCUSED ON PARTICIPATIVE, HANDS-ON, AND TEAM BUILDING WITH THE ASSIGNED OR SIMILAR UNIT).
PREHOSPITAL TRAUMA LIFE SUPPORT (PHTLS)	PHTLS	BUMEDINST 6440.5A (CH-1A)	EVERY 3 YEARS FOR NOBC NC 0932, 0944 (1945) ON FMF, CRTS, T-AH, FH, OCONUS, MMART PLATFORMS.	SATISFIES "BASIC TRAUMA MANAGEMENT" SKILL IN MAP INSTRUCTION. CASUALTY RECEIVING (T-AH) EXERCISE, TNCC, BTLS, AND EMT MAY BE USED AS AN ALTERNATE TO SATISFY THE BASIC TRAUMA MANAGEMENT SKILL FOR APPROPRIATE PERSONNEL.
PRIVACY ACT	PRIVACT	SECNAVINST 5211.5D	REQUIRED FOR ALL HANDS UPON REPORTING TO THE COMMAND.	INCLUDE IN COMMAND ORIENTATION.
PROFESSIONAL DEVELOPMENT FOR SAFETY & OCCUPATIONAL HEALTH PROFESSIONALS	SAF-PROF	OPNAVINST 5100.23D NAVEDTRA 10076	ANNUAL TRAINING FOR SAFETY & OCCUPATIONAL HEALTH PROFESSIONALS (GS-018, 019, 690)	RECOMMENDED 8 HOURS CE FOR FULL TIME SAFETY & 4 HOURS CE FOR COLLATERAL DUTY SAFETY PERSONNEL.
QUALITY ASSESSMENT/RISK MANAGEMENT	QARM	JCAHO MANUAL	REQUIRED FOR ALL HANDS UPON REPORTING TO THE COMMAND.	ALL HANDS MUST BE AWARE OF THEIR ROLES IN QA/I.
RADIATION SAFETY	SAF-RAD	OPNAVINST 5100.23D 29 CFR 1910.96 JCAHO MANUAL NAVMED P-5055	REQUIRED UPON ASSIGNMENT FOR RADIOLOGY, NUCLEAR MED & OTHER PERSONNEL EXPOSED TO IONIZING RADIATION.	ANNUAL UPDATE REQUIRED.
RAPE AND SEXUAL ASSAULT MANAGEMENT	SEXASSLT	OPNAVINST 1720.3D	REQUIRED FOR ALL ER STAFF & PERSONNEL ASSIGNED TO PROVIDE INITIAL TREATMENT TO ALLEGED OR SUSPECTED VICTIMS OF SEXUAL ASSAULT OR RAPE.	WATCHSTANDERS AND LAB PERSONNEL WILL RECEIVE ADDITIONAL TRNG ON EVIDENCE COLLECTION AND HANDLING, REPORTING PROCEDURES &



				MEDICO-LEGAL IMPLICATIONS.
RESPIRATORY PROTECTION SAFETY	SAF-RESP	OPNAVINST 5100.23D 29 CFR 1910.134	INITIAL TRAINING REQUIRED FOR PERSONNEL AUTHORIZED USE OF A RESPIRATOR.	SEE PERSONAL PROTECTIVE EQUIPMENT TRAINING.
SAFETY & OCCUPATIONAL HEALTH TOPICS	SAF-**** (Suffix is chosen by the local command BASED ON TOPIC)	OPNAVINST 5100.23D JCAHO MANUAL	ALL PERSONNEL REQUIRED MONTHLY TRAINING ON VARIOUS TOPICS INCLUDING MISHAPS, WORK PROCEDURES, SMOKING, STRESS, PLANS AND GOALS, RADIATION, ETC..	ONE HOUR ANNUAL UPDATE ON SAFETY PERFORMANCE, GOALS, INITIATIVES, AND PROGRAM CHANGES IS ALSO REQUIRED.
SECURITY FORCE TRAINING	SECFORCE	OPNAVINST 5530.14B	REQUIRED TRNG FOR CIVILIAN & MILITARY PERSONNEL WHO ARE MEMBERS OF THE SECURITY DEPT.	
SECURITY TRAINING (CLASSIFIED INFORMATION)	SEC-CI	OPNAVINST 5510.1H OPNAVINST 5530.14B	REQUIRED UPON REPORTING TO THE COMMAND FOR ALL PERSONNEL HAVING ACCESS TO CLASSIFIED INFORMATION/MATERIAL.	NIS COUNTER-ESPIONAGE BRIEFING REQUIRED EVERY 2 YRS FOR PERSONNEL WITH SECRET CLEARANCE OR ABOVE.
SEXUAL HARASSMENT PREVENTION TRAINING	SEXH-ORT (INITIAL) SEXH-ANN (ANNUAL)	SECNAVINST 5300.26B OPNAVINST 5354.1C NAVMECOM 12713.2A	REQUIRED FOR ALL HANDS UPON REPORTING TO THE COMMAND.	REQUIRED ANNUALLY. CAN BE INCLUDED IN NR&R UPDATE.
SHIPBOARD FIREFIGHTING J-495-0418 (NITRAS CODE)	AUG-FF	OPNAVINST 3541.2 BUMEDINST 6440.5A (CH-1)	ALL PERSONNEL ASSIGNED TO CRTS AND T-AH.	SATISFIES "FIRE FIGHTING" SKILL IN MAP INSTRUCTION. REQUIRED EVERY 6 YEARS. FLEET TRAINING CENTER, AND MSCLANT/MSCPAC TRAINING PROGRAMS MAY BE USED TO MEET SKILL REQUIREMENT FOR T-AH ASSIGNMENTS. IN ADDITION BOOTCAMP TRAINING CAN BE USED TO MEET FIRE FIGHTING SKILL ON CRTS PLATFORMS.
SHIPBOARD DAMAGE CONTROL TRAINING K-495-0045 (NITRAS CODE)	AUG-DC	BUMEDINST 6440.5A (CH-1)	HIGHLY RECOMMENDED FOR ALL PERSONNEL ASSIGNED TO CRTS.	SATISFIES "DAMAGE CONTROL" SKILL IN MAP INSTRUCTION. REQUIRED EVERY 6 YEARS. FLEET TRAINING CENTER SHOULD BE USED AS A SOURCE FOR TRAINING.
STRATEGIC MEDICAL READINESS AND	SMRCC	BUMEDINST 6440.5A	REQUIRED FOR NOBC 9421(CO); 9436(XO); MSC 2615(DFA), 0808; AND NC 0005, 0020,	SATISFIES "SENIOR MEDICAL DEPARTMENT OFFICER

CONTINGENCY COURSE (SMRCC) B-6I-2303 (NITRAS CODE)		(CH-1)	0028.	OPERATIONAL READINESS PROFESSIONAL DEVELOPMENT" SKILL IN MAP INSTRUCTION.
SUICIDE PREVENTION	SUICPREV	OPNAVINST 5351.1	REQUIRED FOR ALL HANDS UPON REPORTING TO THE COMMAND.	INCLUDE IN COMMAND ORIENTATION.
SUPERVISOR SAFETY TRAINING	SAF-SUPV	OPNAVINST 5100.23D 29 CFR 1960	REQUIRED FOR ALL SUPERVISORY PERSONNEL AND EMPLOYEE REPRESENTATIVES.	INITIAL TRAINING REQUIRED WITHIN 120 DAYS OF APPOINTMENT. ANNUAL UPDATE MAY BE COMPLETED AT MEETING OR THROUGH ROUTED MATERIAL.
SUTURE TRAINING/ CERTIFICATION	SUTURE-P (PROVIDER) SUTURE-T (TRAINED)	JCAHO MANUAL ----- BUMEDINST 6440.5A (CH-1) ----- BUMED MSG R 262020Z OCT 95	COMPETENCY REQUIRED WHEN ASSIGNED TO PERFORM TASK IN PT. CARE AREAS. ----- NEC 0000/8404 ASSIGNED TO PT. CARE ON FMF, CRTS, T-AH, FH, OCONUS AND MMART PLATFORMS. ----- ALL HM 'A' SCHOOL GRADUATES UPON REPORTING TO FIRST COMMAND.	FREQUENCY BASED ON COMPETENCY ASSESSMENT NEEDS. ----- SATISFIES "WOUND MANAGEMENT" SKILL IN MAP INSTRUCTION. FMSS MAY BE USED AS AN ALTERNATE TO SATISFY THIS SKILL. ----- SEE "HM SKILLS-BASIC PROGRAM".
TOP MANAGEMENT SAFETY BRIEF	SAF-MGT	OPNAVINST 5100.23D	REQUIRED FOR CO, XO AND DIRECTORS UPON REPORTING TO THE COMMAND.	ANNUAL UPDATE REQUIRED. MAY BE PRESENTED AT EXECUTIVE MEETING OR THROUGH ROUTED MATERIAL.
TRAUMA NURSE CORE COURSE (TNCC)	TNCC	BUMEDINST 6440.5A (CH-1A)	SATISFIES "BASIC TRAUMA MANAGEMENT" SKILL IN MAP INSTRUCTION FOR NOBC NC 0932 AND 0944(1945) ASSIGNED TO FMF, CRTS, T-AH, FH, OCONUS, MMART PLATFORMS.	CASUALTY RECEIVING EXERCISE (T-AH), BTLs, EMT, PHTLS MAY BE USED AS AN ALTERNATE TO SATISFY THE BASIC TRAUMA MANAGEMENT SKILL. CTNC (COMBAT TRAUMA NURSE COURSE) IS TAUGHT DURING C-4. THIS IS AN ADAPTATION OF THE TNCC COURSE.
TUBERCULOSIS TRAINING	TB	CDC GUIDELINES OSHA GENERAL DUTY CLAUSE OCT 93 BUMEDINST 6224.8 CFR 59 #208	INITIAL TRAINING REQUIRED FOR ALL PERSONNEL IDENTIFIED AT RISK.	ANNUAL UPDATE REQUIRED. REFER TO COMMAND EXPOSURE CONTROL PLAN.

UTILITIES MAINTENANCE SAFETY	SAF-UM	JCAHO MANUAL	ANNUAL TRAINING REQUIRED FOR INDIVIDUALS WHO USE/MAINTAIN UTILITY SYSTEMS.	COORDINATE WITH FACILITIES MANAGEMENT DEPARTMENT.
VENIPUNCTURE TRAINING	VENIP	JCAHO MANUAL ----- BUMED msg R 262020Z OCT 95	COMPETENCY REQUIRED FOR THOSE ASSIGNED TO PERFORM TASK IN PATIENT CARE AREAS. ----- ALL HM 'A' SCHOOL GRADUATES UPON REPORTING TO FIRST COMMAND.	FREQUENCY DETERMINED BY COMPETENCY ASSESSMENT ----- SEE "HM SKILLS-BASIC PROGRAM".

NAVHOSP29PALMSINST 1500.8C  
17 December 1996

NAVAL HOSPITAL TWENTYNINE PALMS  
TRAINING DOCUMENTATION

DEPT: \_\_\_\_\_

TOPIC: \_\_\_\_\_

DATE: \_\_\_\_\_ LENGTH OF CLASS: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

ASSESSMENT OF NEED: (Circle one or more letters that apply)

- |   |   |
|---|---|
| a. Performance Improvement Opportunity          | e. Identified as necessary training through |
| b. New Technology/Information                   | needs assess./committees/QMB/PAT etc.       |
| c. New Procedures                               | f. Other                                    |
| d. Higher Authority Required/Safety/Inf Control |   |

LEARNER OBJECTIVES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BRIEF OUTLINE OF TOPIC: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(A copy of all handouts used must be attached to this form. Originals should be retained in the originating department).

EVALUATION OF LEARNING: (Circle One or more letters that apply)

- |                                       |                             |
|---------------------------------------|-----------------------------|
| a. Discussion                         | d. Oral Question and Answer |
| b. Written Test                       | e. Other                    |
| c. Performance of Task/Procedure/Demo |                             |

\*Total Attending \_\_\_\_\_ Total Eligible for Trg. \_\_\_\_\_ % Trained

\*This section only needs to be completed for Infection control/safety related training before sending copy of training to the appropriate individual/office.

Enter date copy sent to: [ ] INF CNTRL [ ] SAFETY

Enclosure (2)

NAVHOSP29PALMSINST 1500.8C  
17 December 1996

The following statement is required by the Privacy Act of 1974 (PL 93-579). The social security number is required to document attendance at the training course and facilitate retrievable records of the same. Failure to provide information may result in non-credit for this training course. Your signature acknowledges advice of the foregoing.

PRINT NAME	RANK/RATE GRADE SERIES GS/GM/WG	FULL SSN	DEPT/JOB TITLE	SIGNATURE

TRAINING TERM ABBREVIATIONS

ACLS	ADVANCED CARDIAC LIFE SUPPORT
AIDS	ACQUIRED IMMUNOFEFICIENCY SYNDROME
AIS	AUTOMATED INFORMATION SYSTEM
ATLS	ADVANCED TRAUMA LIFE SUPPORT
AT	ANNUAL TRAINING
BLS	BASIC LIFE SUPPORT
BMR	BASIC MILITARY REQUIREMENTS
BUMED	BUREAU OF MEDICINE AND SURGERY
CANTRAC	CATALOG OF NAVY TRAINING COURSES
CE	CONTINUING EDUCATION
CFR	CODE OF FEDERAL REGULATIONS
CME	CONTINUING MEDICAL EDUCATION
CNET	CHIEF OF NAVAL EDUCATION AND TRAINING
CPO	CHIEF PETTY OFFICER
CRTS	CASUALTY RECEIVING TREATMENT SHIPS
CTP	COMMAND TRAINING PROGRAM
DFAR	DUTY FAMILY ADVOCACY REPRESENTATIVE
DONT	DEPARTMENT OF THE NAVY TRAINING
DOT	DEPARTMENT OF TRANSPORTATION
DTF	DENTAL TREATMENT FACILITY
EMS	EMERGENCY MEDICAL SYSTEMS
EMT	EMERGENCY MEDICAL TECHNICIAN
EVOC	EMERGENCY VEHICLE OPERATOR COURSE
FAP	FAMILY ADVOCACY PROGRAM
FOIA	FREEDOM OF INFORMATION ACTION
GMT	GENERAL MILITARY TRAINING
HIV	HUMAN IMMUNODEFICIENCY VIRUS
HM	HOSPITAL CORPSMAN
IDC	INDEPENDENT DUTY CORPSMAN
JCAHO	JOINT COMMISSION OF THE ACCREDITATION OF HEALTHCARE ORGANIZATIONS
MMMART	MOBILE MEDICAL AUGMENTATION READINESS TEAM
MPAUS	MEDICAL PERSONNEL UNIT AUGMENTATION READINESS TEAM
MR	MILITARY REQUIREMENTS
MTF	MEDICAL TREATMENT FACILITY
NAVOSH	NAVAL OCCUPATIONAL SAFETY AND HEALTH
NAVSAFECEN	NAVY SAFETY CENTER
NITRAS	NAVY INTEGRATED TRAINING AND RESOURCES ADMINISTRATION SYSTEM
NR&R	NAVY RIGHTS AND RESPONSIBILITIES

NAVHOSP29PALMSINST 1500.8C  
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TRAINING TERM ABBREVIATIONS

OCONUS	OUTSIDE CONTINENTAL UNITED STATES
PARS	PERSONNEL APPRAISAL REVIEW SYSTEM
PO3	PETTY OFFICER THIRD CLASS
POD	PLAN OF THE DAY
RTM	RATE TRAINING MANUAL
SME	SUBJECT MATTER EXPERT
SPMS	STANDARD PERSONNEL MANAGEMENT SYSTEM
T-AH	TRANSPORT AUXILARY HOSPITAL (HOSPITAL SHIP)
TIR	TIME IN RATE

NAVHOSP29PALMSINST 1500.8C  
17 December 1996

EMPLOYEE INDIVIDUAL DEVELOPMENT TRAINING PLAN

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EMPLOYEE NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

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JOB TITLE \_\_\_\_\_ PAY PLAN, SERIES & GRADE \_\_\_\_\_

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Employee Section: Signature \_\_\_\_\_ Date \_\_\_\_\_  
List desired training for performance cycle 1 July - 30 June

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Supervisor Section: Signature \_\_\_\_\_ Date \_\_\_\_\_  
Evaluate employee input (add/delete as necessary). Assign  
priorities by indicating 1, 2, 3, etc. by each entry.

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Employee Development Administrator (HRO):  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Enclosure (4)